



Appendix to
Educational Visits Policy
Academy responsibilities
2021-22

Hillocks Primary Academy

Diverse Academies Educational Visits Policy - Academy Responsibilities

Academy name and address:	Hillocks Primary Academy Unwin Road Sutton in Ashfield NG17 4ND		
Position	Name	Date of Last Training	Type of Training (if applicable as per Appendix 3)
Executive Principal	Lucy Spacey		
Principal	Margaret Newcombe	15.06.21	Educational Visit Co-ordinator Training
Senior Leader in charge of visits (responsible for authorising, overseeing and monitoring educational visits in the academy. <i>(Must be a leadership team member and can be the Principal)</i>	Margaret Newcombe	15.06.21	Educational Visit Co-ordinator Training
Named Educational Visits Co-ordinator	Laura Gee	15.06.21	Educational Visit Co-ordinator Training
Named Deputy Educational Visits Co-ordinator			

As staff responsible for educational visits in Hillocks Primary Academy we confirm that we have read, understood and will ensure that all statutory regulations and guidance for educational visits as outlined in the Diverse Academies' Educational Visits Policy (and appendices), DfE visits guidance and NCC's Visits Guidance are used and applied.

Signed: *S. Beasley* Chair of Governors Date: 28.03.21
(on behalf of the Local Academy Committee)

Signed: *L. Spacey* Executive Principal Date: 04.10.21

Signed: *M.E Newcombe* Principal/Senior Leader i/c Visits Date: 01.10.21

Signed: *L. Gee* EVC Date: 01.10.21

Signed: Deputy EVC Date: